

NEW LOA PROCESS

NOTE: You still initiate the PCR via ZPAA076 as in the past. In the new process, when you process the approved PCR via your inbox, you will see that:

- IT2003 Substitution no longer displays
- IT0007 Planned Working time now displays

The infotypes display as follows:

Infotype/Field	Value
Actions (0000)	
Reason for Action	Observe the field defaulted from WF
Reference Per. No	Leave blank
Position	Observe the field defaulted from WF
E Group/Subgroup	Observe the field defaulted from WF
Organizational Assignment (0001)	Save
Monitoring of Tasks	To view a list of your tasks, you must run the <i>Date Monitoring Report</i> (transaction S_PHO_48000450). Caution! When you place an employee on LOA, it is important that you enter a monitoring of task for estimated return date so that you can monitor when the employee is expected to return to work. You may also want to enter a second IT0019 (using PA30) for estimated leave run out when an employee is using leave.
Task Type	Estimated Return Date
Date of Task	Enter the applicable date.
Reminder Date	When you press Enter, the reminder date field automatically populates. Change if applicable.
Comments	Enter applicable notes.
Delimit Objects on loan (0040)	Delimit or click next record according to your Agency's policy regarding whether or not employees return items while out on leave.

**Planned Working Time
(0007)**

The screenshot shows the 'Create Planned Working Time (0007)' form. It includes fields for Personnel No, EEGroup, EESubgroup, and Start date. The 'Work schedule rule' section shows 'D01N08GN' selected for the 'Work schedule rule' field, '1 1 - Positive Time Recording' for 'Time Mgmt status', and '07 Wk - Sun (mdnt) - Sat' for 'Working week'. A checkbox for 'Part-time employee' is present. The 'Working time' section includes fields for Employment percent, Daily working hours, Weekly working hours, Monthly working hours, Annual working hours, and Weekly working hours. Two red callout boxes provide additional information: one for 'Work schule rule' (note: typo in image) stating 'Full time = D01N08GN (5 days 8 hrs)' and 'Part-time = applicable work schedule'; another for 'Time Mgmt Status' stating 'Full and part-time = Positive'.

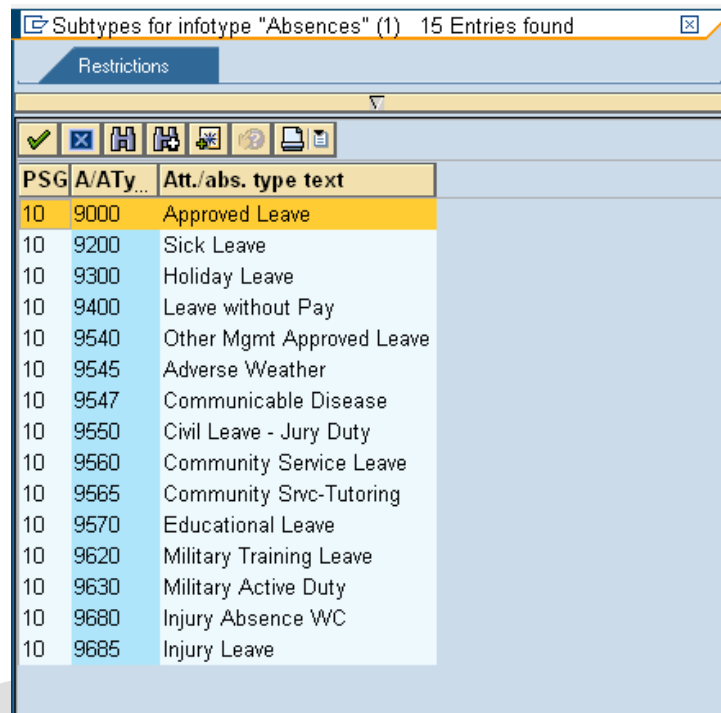
All full-time employees must be on a 5 day 8 hour per day work schedule. The easiest way to accomplish this is to use **D01N08GN**. Part-time employees can be kept on their applicable part-time schedule.

All employees whether full-time or part-time must be positive time recording.

When you reinstate an employee, the 0007 infotype displays as part of the Reinstatement Action. At that time you will assign the employee to the applicable full-time or part-time work schedule, and also change the Time Mgmt Status field back to negative time if the employee was negative time prior to LOA.

Subtypes for infotype Absences pop-up

Select appropriate leave type when applicable or click **X** to close out if the employee has not elected to use any leave for this LOA.



If leave type is selected, IT2001 appears; if X is selected, it does not display.

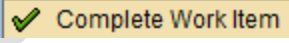
IMPORTANT! In all leaves, **except military**, an Agency can make an Agency-wide decision (not individual user) that leave is entered either via IT2001 or CAT2. However, for military LOA, leave must be entered via IT2001.

IT2001:

- Enter the applicable dates for the subtype selected above.
- Press Enter. The applicable number of hours and days should default in the appropriate fields. If necessary, change the end date so that hours and dates calculate correctly.

Subtypes for infotype Time Quota Pop-up

Select appropriate leave type when applicable or click **X** to close out if the employee has not elected to get a lump sum leave for this LOA.

- Click the Back button at the Personnel Actions screen (the system automatically returns you to Personnel Actions when you finish the last infotype within the Action).
- The pop-up is displayed indicating that the item must be explicitly completed. Click Complete Work Item . **NOTE:** It is critical that you complete this last step.